



## Administrator / Receptionist

### Job Vacancy

#### About Us:

DBS are proud to be one of the most technically advanced Mechanical and Electrical Design, Build and Maintenance contractors in the UK. Operating from our Head Office in Newark, with a further office in Birmingham, we have worked on many high-profile projects including Warner Brothers Studios, including the Harry Potter Tour, The National Football Academy, the Center Parcs complex in Woburn, The University of Northampton Waterside Campus and Unity Square in Nottingham for the HMRC.

#### About the role:

We currently have a vacancy for an Administrator / Receptionist to join our Newark Office, providing support and assistance to both colleagues and visitors covering a wide range of duties.

#### What we are looking for:

An exciting opportunity for someone looking for a long term career within a forward thinking company.

We are looking for a determined and flexible individual with a can-do attitude and a natural aptitude for helping others. The successful candidate must have exceptional organisational, time management and communications skills with a keen focus on detail and good IT skills.

Working within our main reception area you will be expected to positively promote the company by managing the reception area and providing a warm welcome to your colleagues and visitors alike. You will be expected to answer internal and external telephone calls along with providing support and assistance for a range of administrative duties including, but not limited to, the production of internal and external documentation, filing, photocopying, printing, data imputing, hotel and travel bookings, ordering of stationery supplies, arrangement of catering and refreshments for internal meetings and the organisation of company correspondence.

The successful candidate will be expected to liaise with colleagues of all levels within the company on a daily basis so confidence and professionalism in both appearance and attitude are essential.

In return we offer a lively and welcoming working environment with full training and support provided.

Other benefits include; 25 days holiday per annum (+ Bank Holidays) plus you will be eligible to join our company pension scheme following completion of your probation period along with BUPA Health Care Cover following 1 years' service.

Working hours are Monday to Friday 08:00 - 17:00. Lunch break from 12:00 – 13:00.



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#### Duties Include:

- Managing the Reception area along with welcoming staff and visitors
- Managing company correspondence including phone calls, emails, letters and packages
- Organising meetings and overseeing catering requirements
- Performing data entry roles, including updating records and producing reports
- Managing inventory of office supplies including stationery and first aid materials
- Managing hotel and travel bookings
- Organising internal company charity days
- Maintaining filing systems
- Managing and monitoring use of the company pool cars
- Production of Certificates for the Testing Department
- Printing and presenting drawings and documents

#### Key Candidate Strengths:

- Exceptional organisational and time management skills
- Outstanding verbal and written communication skills
- Proven experience within a related role
- Knowledge of computer programmes used in daily office administration functions such as word processors and spreadsheets
- Proficiency in filing and paper management, including the ability to handle confidential information
- Excellent problem solving skills, the ability to research and an aptitude for helping other people
- The ability to work as part of a team as well as being self-motivated and able to work on their own initiative

Interested? Please email your CV and covering letter to [amanda.henson@derry-bs.co.uk](mailto:amanda.henson@derry-bs.co.uk)